



POSITION VACANCY – 2018-6
September 21, 2018

Clerk's Office, United States District Court
Eastern District of Washington
Richland, Washington

CASE ADMINISTRATOR/RELIEF COURTROOM DEPUTY

Court Personnel System Classification Level: CL 26
Career Salary Range CL 26: \$44,562 (minimum) to \$72,458 (maximum)
Depending upon experience, qualifications and previous government service

Application Closing Date: Friday, October 19, 2018 at 5:00 p.m.

The United States District Court for the Eastern District of Washington is seeking qualified applications for a full-time deputy clerk position, entitled *Case Administrator/Relief Courtroom Deputy* in Richland, Washington. The Case Administrator/Relief Courtroom Deputy performs various functions and is responsible for maintaining and processing case information, managing the progression of cases from opening to final disposition and performing general or specialized courtroom functions as a courtroom deputy, to include attending and logging court proceedings and processing orders. Ability to speak and read Spanish fluently is preferred.

REPRESENTATIVE DUTIES OF THE POSITION

Case Administrator

- Performs docketing, processes notices, prepares warrants, assists with managing the progression of cases, maintains the official case records, monitors the completion of required procedural steps, prepares case documents for appeal, reviews filed documents to determine conformity and takes appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed.
- Performs quality control review on docketed entries.
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements from all persons including counsel and pro se/prisoner litigants. Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions.

- Closes cases upon receipt of terminating documents, such as judgments and closing orders. Completes statistical closing reports.
- Makes summary entries of documents and proceedings on the docket. Assists in case management by ensuring that all automated entries are appropriately linked for proper case management. Prepares and transmits to appropriate parties such items as: notices, judgments and orders. Informs parties when a judgment or appealable order is entered on the docket.
- Reviews information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel.
- Performs receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate courtroom, person or department. Furnishes information to a wide variety of people within and outside of the court. Answers inquiries on case status and provides basic information to the public, bar and the Court. Assists the public in the use of computerized databases.
- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register. Balances cash drawer at the end of the day. Processes credit card payments for filed documents. Counts monies received and processes receipts.
- Provides exceptional customer service in person at the court's public intake counter, in the courtroom and on the telephone.

Relief Courtroom Deputy

- Attends court sessions and conferences. Assists with the orderly flow of proceedings, including setting up the courtroom, assuring presence of all necessary participants, assisting with the selection of juries, and managing exhibits.
- Takes notes of proceedings and rulings, and prepares minute entries. Prepares judgments and other orders for the judge's review and signature.
- Informs jury administrator of upcoming trials, need for jurors, etc. Assists the judge and parties in jury selection and maintains records of jury selection and attendance.
- Manages judge's caseload in the absence of the regularly assigned courtroom deputy. Duties to include calendaring, distributing and tracking deadlines, thereby ensuring the filing of pertinent documents and timely responses to judicial orders.
- Assists in gathering statistical information for reporting to the Administrative Office.
- Acts as liaison between the Clerk's Office, the Bar and the judge to ensure that cases proceed smoothly and efficiently.

Miscellaneous

- Travels to other court offices, as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for the position of Case Administrator/Relief Courtroom Deputy, a person must be a high school graduate or equivalent and must have at least four (4) years of progressively responsible legal and/or administrative experience, including one year of specialized experience at or equivalent to work at the Classification Level (CL) 25 in the Court Personnel System (CPS).

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in a law office or other legal environment.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized.

The successful candidate must also possess:

- excellent interpersonal skills;
- excellent oral and written communication skills;
- attentiveness to detail;
- strong work ethic;
- ability to exercise mature judgment;
- ability to multitask under strict deadlines;
- ability to consistently demonstrate sound ethics and judgment; and
- a professional appearance, demeanor and conduct.

RANKING AND QUALIFICATIONS PREFERRED

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate, through prior work experience or related education, knowledge of, and familiarity with:

- Local and Federal Rules of Procedures;
- electronic case management systems;
- civil and criminal case processing;
- reading and speaking in Spanish with fluency; and

- appropriate courtroom decorum (e.g., by maintaining confidentiality and appropriate dress, speech, demeanor, etc.).

Additional preference will be given to applicants who have previous courtroom clerk or paralegal/case administration experience. Work experience gained while in a Clerk's Office of a federal court is highly preferred.

POSITION REQUIREMENTS

- Ability to maintain confidentiality and communicate information accurately and in a timely manner with individuals within and outside the court.
- Knowledge of and skill in the use of personal computers and office equipment. Advanced skill in the use of computer applications, e.g., word processing, spreadsheet, desktop publishing is preferred.
- Ability to coordinate, organize and manage a variety of tasks. Time management skills, including the ability to adjust to conflicting duties and demands with poise, tact and equanimity; establish and maintain good working relationships with others. Experience in listening to and interpreting information.
- CM/ECF experience is desirable.

INFORMATION FOR APPLICANTS

The [United States District Court Employment Application form](#) can be downloaded from the United States District Court's public web site at:

<http://www.waed.uscourts.gov/>

Qualified applicants should email the following information **as one document in PDF format** prior to the deadline, to HR@waed.uscourts.gov:

- Completed United States District Court Employment Application form
- Cover Letter
- Resume

(Please include your last name and position vacancy number in subject line.)

In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation. **Incomplete materials will be disqualified from consideration.**

Applicants invited to interview must travel at their own expense. Relocation expenses are not reimbursable.

All employees of the federal judiciary are “at will” employees in the Excepted Service. As such, employment may be terminated by either the employer or employee without cause.

Applicant must be a U.S. citizen or eligible to work in the United States.

Employees of the United States District Court are required to adhere to the Code of Conduct for Judicial Employees, available to applicants to review upon request.

The selected applicant must undergo an Office of Personnel (OPM) background investigation. Employee will be hired provisionally pending the results of the background investigation.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Benefits

Benefits include 13-26 days of annual leave and 13 days of sick leave per calendar year, 10 paid holidays per year, immediate matching Thrift Savings Plan (the government’s version of a 401K), pre-tax programs (health, dependent care and transportation), and insurance plans with guaranteed acceptance (i.e., health, life, disability, and long term care). Full information about benefits can be viewed [here](#).

The Eastern District of Washington

The Eastern District of Washington is comprised of twenty counties east of the summit of the Cascade Mountains. The district includes approximately two-thirds of the land area of the state (41,960 square miles) and is home to 1,422,782 of its citizens (2015 census). The Eastern District of Washington has staffed courthouses in three locations: Spokane, Yakima, and Richland. The Court has four active district judges, six senior district judges, and two full-time magistrate judges.

The United States District Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior notice.

THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF
WASHINGTON IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES
DIVERSITY IN THE WORKPLACE